

30 SEP 1981

MEMORANDUM FOR: Deputy Director for Administration

STAT FROM:

[Redacted]  
Director of Security

PERSONNEL  
*Personnel*

SUBJECT: Request for Exception to the Policy  
Limiting Hours for Part-time Employees

STAT REFERENCE:

[Redacted] dtd 14 March 1975

1. Action Requested: This memorandum submits a recommendation in paragraph 3 for the approval of the Deputy Director for Administration.

2. Background: The Office of Security currently employs several part-time receptionists, both at Headquarters and in outlying buildings. Our part-time receptionists currently work 30 hours per week normally from 0800 to 1430 hours daily. Some of the receptionists posts are very demanding and their hours do not always allow for sufficient coverage in support of visitors and the offices concerned. We believe that an additional hour a day would allow for the necessary coverage during peak visitor hours; i.e., 0800-1000 and 1300-1530 hours. A blanket approval would give the Office of Security the flexibility to utilize its receptionists on a selected basis for 35 hours per week wherever requirements may dictate.

3. Recommendation: In view of the foregoing, your approval is requested to allow the Office of Security's part-time receptionists to work up to 35 hours per week.

[Redacted]

STAT

OS 1 2023

SUBJECT: Request for Exception to the Policy  
Limiting Hours for Part-time Employees  
(Receptionists)



STAT

APPROVED:

*for* /s/ William N. Hart

Deputy Director for Administration

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Date

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